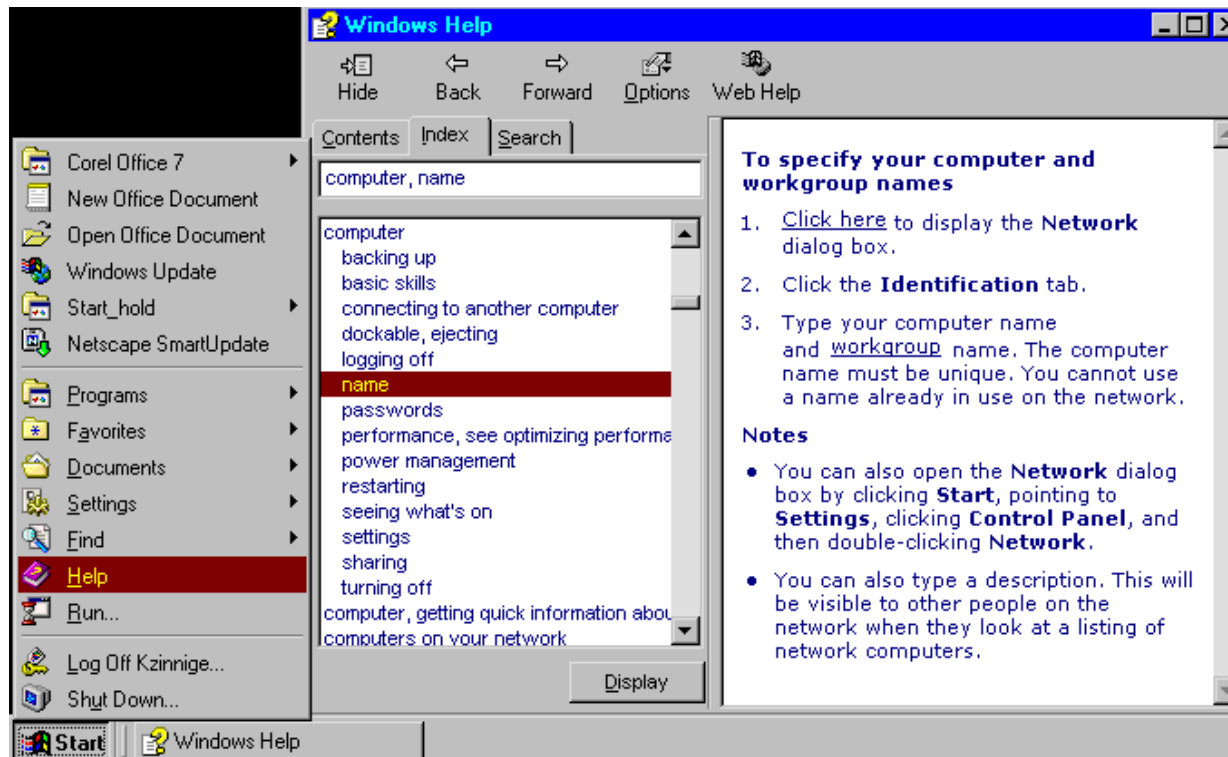# How do I specify or change my computer and/or workgroup name?

With such a wide variety of computer models, types, and operating systems, there is no specific method for specifying and/or changing your computer's owner or workgroup name. The general procedure is to use the computer's 'Help' option to determine how to perform this operation.

Click: '**Start**'
　　　　'**Help**'
Look for '**Computer**' or '**Name**'
　　　Highlight and click.

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Display

To specify your computer and workgroup names

1.　Click here to display the **Network** dialog box.

2.　Click the **Identification** tab.

3.　Type your computer name and workgroup name. The computer name must be unique. You cannot use a name already in use on the network.

Notes

- You can also open the **Network** dialog box by clicking **Start**, pointing to **Settings**, clicking **Control Panel**, and then double-clicking **Network**.

- You can also type a description. This will be visible to other people on the network when they look at a listing of network computers.

The help window for computer and workgroup names will be displayed.

Click the '**Click here**' option within the first instruction.

A Newwork window will be displayed.
Select the '**Identification**' tab to display the current identifiers for your computer.   You may change any of the three items as you need.

Click '**OK**' to apply any changes made, or click '**Cancel**' to leave the setting unchanged.

Network

Configuration | Identification | Access Control

Windows uses the following information to identify your computer on the network. Please type a name for this computer, the workgroup it will appear in, and a short description of the computer.

Computer name: | kzinniger98

Workgroup: | mia01

Computer Description: | Ken Z's PC

OK　Cancel